



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Assistant Animal Control Officer
DEPARTMENT/DIVISION:	Public Safety Department/Police Division
PAY GRADE/HOURS:	Grade M27 40-hour work week
UNION:	Local 670, RI Council 94, AFSCME, AFL-CIO

POSITION SUMMARY: Under general supervision, the Assistant Animal Control Officer assists the Animal Control Officer in the enforcement of city and state laws pertaining to animal control; ensure that all complaints are handled efficiently and effectively; ensures that all animals housed in the City of Woonsocket animal control shelter are properly cared for; maintains public safety at all times in relation to stray, sick and unlicensed animals, and does related work as required.

DUTIES & RESPONSIBILITIES:

- Assists in the disposition of all animal control complaints and violations, under the supervision of the Animal Control Officer.
- Handles and returns to the City animal control shelter all animals at large and in violation of city ordinances.
- Cares for those animals housed in the animal control shelter.
- Performs custodial duties in maintaining and cleaning the animal control shelter.
- Releases claimed animals upon evidence of proper licensure.
- Maintains contact with City Public Safety Division for all routine and emergency animal control cases.
- Operates and maintains assigned vehicle and all equipment used in the control of animals (e.g.: animal capture equipment, first aid equipment, self-defense weapons).
- Assists in the preparation of daily, monthly and annual animal control reports and records.
- Assists as assigned in animal control programs and rabies clinics throughout the City of Woonsocket.
- Adheres to safe work practices and procedures.
- Performs other related duties as required.

QUALIFICATIONS: A high school diploma or a GED equivalent, is required.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Must be knowledgeable of Microsoft Word and Excel programs when writing and maintaining reports, as well as other software that may apply to this position. Must be knowledgeable of humane methods of animal control; maintain a working knowledge of pertinent animal control laws, ordinances and regulations.

Or: Any combination of education and experience that shall be substantially equivalent to the above education and experience

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.